

# REQUEST FOR TRANSPORTATION

(To be used for any travel involving discounted fare on other commercial carriers, e.g. Home Leave, Repatriation, etc.)

Please read the reverse side carefully before filling out this form

RECEIVED

8 JUN 1970

PERSONNEL DIVISION  
TAIPEI

DISTRIBUTION OF COPIES:

1. DIRECTOR OF PERSONNEL
2. ~~EXXON METD~~
3. T-C'S OFFICE (RAD)
4. EMPLOYEE

Date:

5 June 1970

*Edwin M. Walsh*

SIGNATURE

1.  Employee: E. Walsh, Supervisor, SHPD, TNN

NAME, POSITION, DEPT. & STATION

2.  Dependents:

NAME IN FULL	RELATIONSHIP	BIRTH DATE (FOR CHILDREN)

3. Home Address:

HOUSE NO., STREET, CITY, STATE - IF APARTMENT, ALSO INDICATE APARTMENT NO.

4. Purpose of Travel:  Home Leave  Discounted Fare at Employee's Expense

Repatriation  Payment by salary deduction

Retirement

Annual Leave

Payment by personal check

Payment by cash

(Other)

APPROVED BY C&CM

5. Itinerary:

FROM/TO	DATE	CARRIER	CLASS	REMARKS
TPE/TYO	16 Jun	JAL CAL	E/Y	50% discount
TYO/TPE	21 Jun	" JAL "	"	"

*Carriers granting disc. are CAL, PIA etc.*

6. Reservation:  Required  Not Required  Arranged by Employee

7. Tickets to be held at/sent to E. Walsh on/about 12 June 1970

Approved by *J. B. Fisher* Title DSHP Date JUN 5 1970

Approved by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

9. SPACE FOR PERSONNEL DIVISION USE ONLY:

(Applicable items will be checked by the Records Section for the approval of the Director of Personnel).

Employee and/or dependents is/are authorized Company-paid air transportation, 1st class or as available by the most direct and economical route:

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

TO BE CHARGED TO: \_\_\_\_\_

Reference No.: PND-RFT- 70/2185

Tickets to be stamped so that they are non-negotiable and non-transferrable, and any refund is payable to the Company only.

Cost/Excess in cost, if any, is to be collected from employee before issuing tickets.

Please stamp tickets valid until *5 July 1970*

Remarks:

NOTE: Approval by the DP is given only for the determination whether the travel is to be charged to the employee or the Company, and the verification of the employee's status with the Company and/or the relationship between the employee and the person(s) requesting the travel. The request for discounted fare travel is subject to arrangements that can be made by the Sales & Services Division, or agreements existing, between the Company and the carriers involved.

Checked by: \_\_\_\_\_

SUPERVISOR, R/S-PND

DATE

Approved by: *Z.B. Wm*

DIRECTOR OF PERSONNEL

8 June 1970

DATE

## EXPLANATORY NOTE

(Numbers corresponding to those shown on the front page)

### 1. Employee

- Show name, position, department, signature and date. This line must be completed even if travel is for dependents only. If travel is requested for employee, check (X) the box preceding "Employee".

### 2. Dependents

- If travel is requested for dependents, check (X) the box preceding "Dependents" and fill in their names, relationship and, if children are involved, their dates of birth. Leave this space blank if dependents' travel is not involved.

### 3. Home Address

- Address where contacts may be made.

### 4. Purpose of Travel

- Indicate by checking (X) in appropriate box. For discounted fare at employee's expense, the method of payment selected must be further indicated as provided and shall be subject to approval by the Credit & Collections Manager.

### 5. Itinerary

- Fill in detailed itinerary and indicate names of carriers, class, dates, etc. and whether or not return trip is required. If berths are desired, indicate under Remarks section. It must be borne in mind that tickets are issued according to the itinerary as set forth by the employee. Therefore, check with the Ticketing Office, if necessary, with regard to carriers, dates, etc. before listing itinerary. Remember that an incomplete travel request will lead to unnecessary exchange of correspondence and may delay travel arrangements.

### 6. Reservations

- Indicate by checking (X) in appropriate box.

### 7. Tickets to be held at on/about

- Show where you want the tickets to be picked up by or sent to employee or dependents.

### 8. Approved by

- To be approved by Department Head, Division Director, and Company Officer where applicable.

### 9. Space for Personnel Division

- This box is to be completed by the Personnel Division only.

NOTE: This form should be typed out in four (4) copies. Submit all four (4) copies after approval by all concerned to the Personnel Division at least four weeks prior to the proposed date of departure.

All matters concerning the issuance of tickets and any subsequent re-routing of tickets, or refund of unused tickets or exchange orders should be taken up by the employee with S&S Manager, Taipei, directly and NOT with the Personnel Division, unless alteration of Company allowance is involved.